

## Attachment 13: WIOA Youth Eligibility Checklist

Applicant Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

WIOA YOUTH	
GENERAL ELIGIBILITY CRITERIA (Verify each criterion unless specified otherwise)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
<b>SCHOOL STATUS</b>  	<input type="checkbox"/> Applicable records from an education institution (High School Equivalency certificate, diploma, attendance records, transcripts, report card, or school documentation) <input type="checkbox"/> Signed Intake Application or Enrollment (Registration) Form <input type="checkbox"/> Electronic Records, State Management Information System (MIS) <input type="checkbox"/> Cross-Match with Post-secondary Education Database <input type="checkbox"/> Copy of Educational Institution Enrollment Record <input type="checkbox"/> Self-Attestation
<b>BIRTH DATE/AGE</b>  <b>Note:</b> The following age ranges apply to youth participants: 1. In-School Youth (ISY): 14 years and 0 days through 21 years and 364 days. 2. Out-of-School Youth (OSY): 16 years and 0 days through 24 years and 364 days.	<input type="checkbox"/> Baptismal Record (If Date of Birth is Shown) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> DD-214 Form (Report of Transfer or Discharge) <input type="checkbox"/> Driver's License <input type="checkbox"/> Federal, State, or Local Issued Identification Card <input type="checkbox"/> Hospital Record of Birth (If Full Name is shown) <input type="checkbox"/> Passport <input type="checkbox"/> Public Assistance/Social Service Records <input type="checkbox"/> School Records/Identification Card <input type="checkbox"/> Work Permit <input type="checkbox"/> Family Bible

WIOA YOUTH	
<b>AUTHORIZATION TO WORK</b>  U.S. citizens, born or naturalized, are always authorized to work in the United States, while foreign citizens may also be authorized if they have an immigration status that allows them to work.	<input type="checkbox"/> One Verification Source from <a href="#">List A</a> of the I-9 Form <b>OR</b> <input type="checkbox"/> One Verification Source from <a href="#">List B</a> of the I-9 Form <b>AND</b> <input type="checkbox"/> One Verification Source from <a href="#">List C</a> of the I-9 Form
<b>SELECTIVE SERVICE REGISTRANT</b>  <b>Note:</b> Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with <i>Section 3</i> of the Military Selective Service Act. <sup>1</sup>  Each male who turns 18 years of age during the WIOA participation must also submit evidence that he has complied with the requirements of the Military Selective Service Act.	<input type="checkbox"/> Acknowledgement Letter <input type="checkbox"/> Form DD-214 <sup>1</sup> <input type="checkbox"/> Screen printout of the <a href="#">Selective Service Verification</a> Internet site <input type="checkbox"/> Selective Service Status Information Letter <sup>2</sup> <input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> Selective Service Registration Record (Form 3A) <input type="checkbox"/> Selective Service Verification Form <input type="checkbox"/> Stamped Post Office Receipt of Registration <input type="checkbox"/> Electronic Records
<b>ECONOMIC ELIGIBILITY CRITERIA</b>	<b>ACCEPTABLE DOCUMENTATION</b> (Only one document from this column per applicable eligibility criterion is required)
<b>FAMILY SIZE/INDIVIDUAL STATUS</b>  <b>Note:</b> In addition to documentation of family size, additional documentation may be required to establish that the family is living in a single residence. Persons ordinarily included in the definition of family, but claiming to be no longer dependent, must attest to their individual status.  The head of household in which that person resides, if possible, should corroborate such statement. Individual must also show source of support.	<input type="checkbox"/> Lease <input type="checkbox"/> Birth/Baptismal Certificates or Church/Hospital <input type="checkbox"/> Records of Birth <input type="checkbox"/> Decree of Court <input type="checkbox"/> Divorce Decree <input type="checkbox"/> Alien Registration Cards <input type="checkbox"/> Landlord Statement <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Medical Card <input type="checkbox"/> Public Assistance/Social Service Agency Records <input type="checkbox"/> Written Statement from a 24-Hour Care Facility or Institution (e.g., Mental Institution or Prison) <input type="checkbox"/> Most Recent Tax Return Supported by IRS Documents (e.g., form Letter 1722) <input type="checkbox"/> Self-Attestation

<sup>1</sup> Men who separate from active military duty for any reason before they turn age 26 must register for Selective Service. See "Who Must Register" chart at [www.sss.gov/must.htm](http://www.sss.gov/must.htm) for specific military-related requirements.

<sup>2</sup> Since January 1995, the Selective Service System has been issuing "status information letters" in lieu of previous system of "advisory opinion letter."

## WIOA YOUTH

### FAMILY INCOME AND LOW-INCOME STATUS

**Note:** Documentation should be provided for **each** applicable inclusive income source received by the applicant and each family member for the six-month income period immediately preceding the determination date.

It is necessary to verify family size when utilizing family income eligibility.

An applicant who claims little or no income must submit a statement that little or no income was received during the past six months, that they were **not employed** for that period, and how they were supported.

- ☐ Award Letter from Veterans Administration
- ☐ Bank Statements (Direct Deposit)
- ☐ Compensation Award Letter
- ☐ Court Award Letter
- ☐ Employer Statement/Contact
- ☐ Family or Business Financial Records
- ☐ Housing Authority Verification
- ☐ Pay Stubs
- ☐ Pension Statement
- ☐ Public Assistance Eligibility Verification
- ☐ Self-Attestation
- ☐ Quarterly Estimated Tax for Self-Employed Persons (Schedule C)
- ☐ Social Security Benefits Records
- ☐ Unemployment Insurance Claim Documents and/or Printout
- ☐ Copy of Authorization to Receive Cash Public Assistance
- ☐ Copy of Public Assistance Check
- ☐ Cross-Match with Refugee Assistance Records
- ☐ Cross-Match with Public Assistance Records
- ☐ Cross-Match with UI Wage Records

### CASH PUBLIC ASSISTANCE

**Note:** The documentation listed must show that the **applicant** receives cash payments under a federal, state, or local income-based public assistance program.

- ☐ Copy of Authorization to Receive Cash Public Assistance
- ☐ Copy of Public Assistance Check
- ☐ Medical Card Showing Cash Grant Status
- ☐ Public Assistance Eligibility Verification Records/Printout
- ☐ Cross-Match with Refugee Assistance Records/Printout
- ☐ Signed Statement from Health and Welfare
- ☐ Cross-Match with Public Assistance Records (Bridges or MiBridges)
- ☐ Cross-Match with State MIS Database

### FOOD STAMPS

**Note:** The documentation listed must show that the **applicant** receives (or has been determined within the 6-month period prior to application for the program involved) to be eligible to receive food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.).

- ☐ Public Assistance Verification from applicable Social Service Agency (Bridges or MiBridges)
- ☐ Written Confirmation from Social Services Agency
- ☐ Authorization/Documentation to Receive Food Stamps or SNAP
- ☐ Letter or Email from Social Worker/Case Worker
- ☐ Benefit Receipt Verification from applicable Social Service Agency
- ☐ Self-Attestation

## WIOA YOUTH

### BARRIER ELIGIBILITY CRITERIA

### ACCEPTABLE DOCUMENTATION

(Only one document from this column per applicable eligibility criterion is required)

**IN FOSTER CARE/HAS AGED OUT OF FOSTER CARE/HAS ATTAINED 16 YEARS OF AGE AND LEFT FOSTER CARE FOR KINSHIP GUARDIANSHIP OR ADOPTION/CHILD ELIGIBLE FOR ASSISTANCE UNDER SECTION 477 OF THE SOCIAL SECURITY ACT (42 USC 677), OR IN AN OUT-OF-HOME PLACEMENT.**

- ☐ Written Confirmation from Social Services Agency
- ☐ Case Notes
- ☐ Self-Attestation
- ☐ Foster Care Agency Referral Transmittal
- ☐ Signed Intake Application or Enrollment (Registration) Form
- ☐ Needs Assessment
- ☐ Signed Individual Service Strategy

### INDIVIDUAL WITH DISABILITY

**Note:** Disability status as well as income must be verified. An individual with a disability shall be considered a family of one for eligibility purposes.

\*A School 504 Record is a formal plan for how a school (K12) will provide supports and remove barriers for a student with a documented physical and/or mental impairment who is limited by one or more major life activity. (An **IEP** is acceptable source documentation)

- ☐ \*School 504 Records Provided by Student  
**Please note:** The **Individual Education Plan** is acceptable source documentation.
- ☐ Assessment Test Results
- ☐ Self-Attestation

### BASIC SKILLS DEFICIENT

- ☐ Case Notes, Including Documentation of Locally Defined WIOA Youth Category of "a youth who is unable to compute or solve problems, or read or write, or speak English at a level necessary to function on the job, in the individual's family, or in society". (20 CFR 681.290)
- ☐ Assessment Test Results
- ☐ Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)

### ENGLISH LANGUAGE LEARNER

An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and –

(A) Whose native language is a language other than English, or

(B) Lives in a family or community environment where a language other than English is the dominant language.

- ☐ Case Notes
- ☐ Assessment Test Results
- ☐ Applicable Records from Education Institution (transcripts, or other school documentation)
- ☐ Signed Intake Application or Enrollment (Registration) Form
- ☐ Signed Individual Service Strategy
- ☐ Self-Attestation

## WIOA YOUTH

### HOMELESS OR RUNAWAY

- ☐ Self-Attestation
- ☐ Written statement or Referral Transmittal from a Shelter or Social Service Agency
- ☐ Signed Intake or Application or Enrollment (Registration) Form
- ☐ Needs Assessment
- ☐ Case Notes
- ☐ Signed Individual Service Strategy
- ☐ A letter from caseworker or support provider

### OFFENDER

- ☐ Documentation from Juvenile or Adult Criminal Justice System
- ☐ Written Statement or Referral Document from a Court or Probation Officer
- ☐ Referral Transmittal from a Reintegration Agency
- ☐ Case Notes
- ☐ Needs Assessment
- ☐ Signed Individual Service Strategy
- ☐ Federal Bonding Program Application
- ☐ Signed Intake Application or Enrollment (Registration) Form
- ☐ Self-Attestation

### PREGNANT OR PARENTING

\*Pregnancy may only be recorded for the mother.

- ☐ Case Notes
- ☐ Self-Attestation
- ☐ Needs Assessment
- ☐ WIC Eligibility Verification
- ☐ TANF Single Parent Eligibility Verification
- ☐ Signed Intake Application or Enrollment (Registration) Form
- ☐ Signed Individual Service Strategy

### SCHOOL DROP-OUT

- ☐ Letter/documentation from the school stating the youth has dropped out
- ☐ School Attendance Record
- ☐ Self-Attestation

### WITHIN THE AGE OF COMPULSORY ATTENDANCE AND HAS NOT ATTENDED PREVIOUS CALENDAR QUARTER

- ☐ Cross-Match with Post-secondary Education Database
- ☐ Copy of Educational Institution Enrollment Record
- ☐ Applicable Records from Education Institution (High School Equivalency certificate, diploma, attendance record, transcripts, report card, or school documentation)
- ☐ Signed Intake Application or Enrollment (Registration) Form
- ☐ Electronic Records
- ☐ Self-Attestation

## WIOA YOUTH

### **REQUIRES ADDITIONAL ASSISTANCE TO COMPLETE AN EDUCATIONAL PROGRAM OR TO SECURE OR HOLD EMPLOYMENT**

**Note:** This barrier is for low-income individuals who meet the locally defined definition of Requires Additional Assistance. The sole usage of this barrier is limited to five (5) percent usage for the ISY population over the course of a Program Year.

- ☐ Signed Individual Service Strategy
- ☐ Case Notes
- ☐ Signed Intake Application or Enrollment (Registration) Form
- ☐ Needs Assessment
- ☐ Self-Attestation